

## YOUTH SERVICES POLICY

<b>Title:</b> Facility Tours <b>Next Annual Review Date:</b> 11/22/2014	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 1. General <b>Number:</b> C.1.18
	<b>Page 1 of 4</b>
<b>References:</b> La. R.S. 14:402; and La. C. Cr. P. Art. 215.2, ACA Standards 4-JCF-2A-20, 4-JCF-3A-19, (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.2.16 "No Smoking and Tobacco Free Policy, C.1.13 "Legislative Request / Communication, Media Access and Public Information, C.2.5 Searches of Visitors", C.2.16 "Gate Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular), and C.2.22 "Contraband Control - Secure Care Facilities"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 11/22/2013

### I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

### II. PURPOSE:

To establish guidelines for tours at the Office of Juvenile Justice (OJJ) secure care facility properties.

### III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Communications Director, Facility Directors, secure care facility staff, and potential tour participants.

### IV. DEFINITIONS:

**Tour** - One or more persons not employed by or associated with OJJ, who is allowed on OJJ facility property to observe any part of a facility or program.

**V. POLICY:**

Tours of facilities are granted for the purpose of educating interested persons about OJJ, its goals, objectives, and programs. Tours are typically granted to persons interested or involved in juvenile justice, such as state or local officials, Juvenile Justice Professionals from other agencies and students. Tours are not granted for the purpose of showcasing a punitive environment (refer to YS Policy No C.1.13).

Searches of tour groups shall be conducted in a professional manner that avoids unnecessary force and supports the dignity of each person, while still accomplishing the objectives of the search.

**VI. PROCEDURES:**

**A. Organization and Administration**

1. The Facility Director shall organize the tour program.
2. The Facility Director shall notify the appropriate Regional Director of the proposed tour before it actually takes place as per B. 2 below, including the name of the requesting organization and the size of the group.

**B. Scheduled Tours**

1. The following information shall be required in advance for all requests:
  - a. Name of the group or organization making request;
  - b. Number in the group;
  - c. Names of persons who plan to participate in the tour; and
  - d. Specific interest of the group.
2. Requests for tours shall be reviewed by the Facility Director/designee. Requests shall then be forwarded to the appropriate Regional Director for review prior to approval. All tours shall be approved on a case-by-case basis, and comply with the following:
  - a. Students must be older than 18, unless granted an exception by the Facility Director, and part of an educational program; and

- b. Persons who are on parole/probation status in the community, former OJJ youth, or family members of youth currently under OJJ custody must be individually approved in writing by the Facility Director to participate in a facility tour.
- 3. A guide for each tour shall be appointed by the Facility Director/designee.
- 4. Telephone confirmation of approved tours must occur between the Facility Director/designee and the person in charge of the visiting group.
- 5. The Facility Director/designee shall notify the front gate in writing a minimum of 24 hours in advance of a tour.
- 6. Tour size and route shall be determined based on the focus of the tour group. Youth may be involved in conducting some aspects of the tour when it is deemed appropriate by the Facility Director.

**C. Tour Guide Duties and Responsibilities**

- 1. The Facility Director shall ensure that all tours are supervised by staff and include an appropriate staff to visitor ratio.
- 2. All tour groups shall be met at the front gate. Tour participants must check in and present photo identification, register in the Visitor Log and receive a visitor ID (if applicable). Upon completion of the tour, all participants shall sign out and return the visitor ID if one was issued, pursuant to YS Policy No. C.2.16.
  - a. Persons without prior authorization to participate in the tour shall be denied access into the facility.
  - b. All tour participants shall be scanned with a metal detector (wand), pursuant to YS Policy No. C.2.22. In addition, searches for contraband shall be conducted, pursuant to YS Policy No. C.2.5.
  - c. Persons who attempt to bring any contraband into a facility shall be denied access into the facility, pursuant to YS Policy No. C.2.22.
  - d. Tobacco products, i.e. any cigar, cigarette, smokeless tobacco, smoking tobacco, or any other related product that contains tobacco is prohibited in facility buildings and on facility grounds, pursuant to YS Policy No. A.2.16.

- e. The facility may terminate an individual's tour for any violation of facility rules or for any conduct that threatens the security or orderly operation of the facility. The facility may also ban the individual from the facility and/or restrict the visitor's future access to any OJJ secure care facility.
- 3. Tour guides shall advise/remind tour groups of the following guidelines:
  - a. The group must stay together at all times; and that
  - b. Pursuant to YS Policy No. C.2.22, no unauthorized telecommunications equipment, tape recorders, cameras, camcorders, electronics, movies, music videos, CDs, DVDs, cassette tapes, etc. are allowed without specific written authorization of the Facility Director.
- 4. Tour records shall be maintained at each facility with the following information:
  - a. Name of group and sponsor;
  - b. Names/ages of persons on tour; and
  - c. Time/date of tour.

**Previous Regulation/Policy Number:** C.1.18

**Previous Effective Date:** 09/10/2012

**Attachments/References:**